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a. Recommended payment of suggestion awards totaling \$2,675 based upon estimated first year's savings of \$25,574, with emphasis upon suggestions for improved field - headquarters communications.

b. Conducted OOH studies recommending actions which resulted in the following improvements: increased control over operations through work measurement and reduction of backlog in Records Integration Division; extended mechanization in accounting for the \$300,000 publications procurement budget, making easier access to records and reports as well as some saving in man hours; speed up in despatch handling; better utilization of Cable Secretariat personnel; more efficient library systems and procedures; more economical and efficient printing of current intelligence and National Intelligence Surveys; consolidation of medical support for covert activities; and clarification of field security functions.

c. Conversion of safe-type filing equipment to non-safe equipment and retirement of approximately 5,000 cubic feet of records made available the equivalent to \$12,500 worth of safes and precluded the necessity to purchase \$205,000 worth of additional safes. Enabled further record-keeping savings by: audit of four records control schedules; conversion of 45 files to the subject-numeric system; development of seven shelf filing installations; improvement of 246 forms and vital materials operations.

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d. Recommended conversion of certain office procedures from manual to machine operations. This work was performed in connection with the preparation of Records Integration Division, DD/P index cards [redacted] field stations. A separate machine utilization project relating to preparation of personnel documents at headquarters resulted in additional saving. Conducted studies and tests of machine applications which will create improvements in communications computations, supply operations, document locator system, personnel and financial accounting, storage of documents and statistical reporting. Coordinated with the [redacted] in developing a microfilm reader-printer which produces a hard copy of selected microfilm in five seconds. Because of our assistance the purchase price of our 20 machine was reduced.

e. The Regulations Control Staff was transferred to the Office of the Deputy Director (Support), saving three positions and improving coordination of Agency regulations.

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